CASH COLLECTIONS

DD Form 1544, Cash Meal Payment Book/Sheet

CW2 Richard A. Lawrence

Purpose

Discuss Control of Cash Meal Payment Books/Sheets

- **Discuss Cash Collection Turn-In procedures**
- **Answer Questions**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Reference, paragraph 3-27, AR 30-22, The Army Food Program, & paragraphs 3-27 – 3-38, DA PAM 30-22, Operating Procedures for the Army Food Program**
  - **Cash Meal Payment Books/Sheets:**
    - **Accountable Forms**
    - **Used to record the cash payment for Government furnished meals sold to authorized personnel**
    - **Sheets are issued in pre-numbered covered books consisting of fifty (50) individuals sheets**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Safeguarding the DD Form 1544 and Cash**
  - **All DD Forms 1544 and cash will be accounted for at all times**
    - **Properly stored in a safe or field safe that is properly secured to an immovable object**
  - **Funds collected from the sale of meals will be safeguarded IAW DOD 7000.14-R, volume 5**
  - **Loss or misappropriation of cash or sheets will require an investigation under the provisions of AR 15-6 and AR 735-5**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Appointment of Cash Control Officer**
  - **Commander will appoint in writing**
    - **Primary Cash Control Officer (CCO)**
    - **Alternate Cash Control Officer (CCO)**
  - **Operational Command or State Level Cash Control Officer (CCO) is responsible for**
    - **Requisitioning and receiving DD Form 1544 books from their Operational Command or State publications officer**
    - **Maintain accountability for the DD Form 1544 books by a register (book or memorandum)**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Register will be maintained as follows:**
  - **The register will contain the DD Form 1544 book serial numbers**
  - **Cash collection sheet numbers in the book**
  - **Date of receipt from the publications officer**
  - **Date of issue to an authorized unit**
  - **Date of return of the completed book**
  - **Register is maintained on a fiscal year basis and disposed of IAW the Army Record Information Management System (ARIMS)**
  - **Register reflects current fiscal year information (books on hand to be used and data for books issued)**

DD Form 1544, Cash Meal Payment Book/Sheet

- **ARIMS file folder will be maintained in serial number sequence for each accountable book**
- **The folder will contain all pertinent information:**
  - **Receipts**
  - **Copies of verifications**
  - **Copies of revalidations**
  - **Investigation results, reports of surveys (if applicable)**
  - **Copies of findings from Annual Reviews**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Issue of DD Form 1544 Book**
  - **Operational Command or State Level Cash Control Officer (CCO) will issue to authorized units, (complete books, no lower than battalion level) upon written request, using the transfer control form that is included in the book. Receiver of book must be on appointed orders, and have a DA Form 1687, Delegation of Authority for Supplies on hand prior to signing for the book**
  - **The CCO will complete sections I and II of the DD Form 1544 – Transfer Control and the Transfer Control and receipt No. 1**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Transmittal of Records:**
  - **Certified Mail will be used for the transmittal of DD Form 1544 Cash Meal Payment Books or individual sheets, when the issue is accomplished by US mail**
  - **Cash Control Officers will issue DD Forms 1544 (book or sheets) by using a DA Form 410 (Receipt for Accountable Form) when issuing sheets by US mail. Upon receipt, the acknowledgement portion of DA Form 410 will be completed by the unit and the original signed copy returned to the issuing cash control officer**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Audit of DD Form 1544 and Cash**
  - **Except for contract operated dining facilities, the next higher headquarters will appoint, in writing, an individual (E-5 or above) to conduct the audit.**
  - **The auditor Cannot be the food advisor or a member of his/her staff**
  - **A letter (memorandum) report of findings will be prepared and submitted to the appointing headquarters for appropriate action. A copy of the report will be retained in the dining facility food service records under 30-22a**

DD Form 1544, Cash Meal Payment Book/Sheet

- **As a minimum the letter/report will contain the following information:**
  - **The name/rank of the DD Form 1544 control officer**
  - **The serial number of the DD Form 1544 on hand**
  - **The sheet number (s) that have been turned in (money order) and the number verified by DFAS for each book on hand**
  - **The sheet number (s) of unused cash sheets remaining with each of the DD Form 1544 books on hand**
  - **The sheet numbers that have been issued to the dining facility**

DD Form 1544, Cash Meal Payment Book/Sheet

- **The sheet number actually in use in the dining facility**
- **The sheet numbers that are awaiting turn-in by the individual responsible for maintaining the book**
- **The dollar value of funds recorded on the cash sheets in use at the dining facility**
- **The dollar value of funds on hand at the dining facility**
- **The dollar value of any cash over or shortage**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Annual Validations**
  - **Annual revalidation is essential to maintaining an audit trail on each accountable DD Form 1544 book**
  - **A memorandum for each validation will be prepared with the following information:**
    - **DD Form 1544 book serial number**
    - **Date of issue**
    - **Number of unused sheets on hand and the**
    - **Number of sheets accounted for having a "paid copy" DD Form 1131, Cash Collection Voucher with DFAS voucher number**

DD Form 1544, Cash Meal Payment Book/Sheet

- **For any missing sheets, a copy of the AR 15-6 investigation will also be provided**
- **The Cash Control officer (CCO) will maintain the validation memorandum on file until book(s) are turned in**
- **The unit audit or review report will reflect that the DD Form 1544 book(s) were validated**
- **Copy of memorandum will be provided to the unit and maintained on file with the DD Form 1544 book(s)**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Annually, any book that has been outstanding for 3 years will be turned in to the Operational Command or State Level Cash Control Officer (CCO) regardless of the number of unused sheets remaining in the book**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Change of Food Service Officer**
  - **Whenever there is a change in Food Service Officers the following will be conducted:**
    - **Unit Commander will authorize a new FSO on DA Form 1687 for the request, receipt, and control of the DD Form 1544**
    - **DA Form 3161, Request for Issue Turn-In in four copies will include the serial number of DD Form 1544 sheets on hand (used and unused)**
  - **This procedure transfers responsibility for the sheets to the new FSO**
  - **One copy will be retained with DD Form 1544 book, copy to the outgoing FSO, copy to incoming FSO, and copy to Operational Command or State Level Cash Control Officer (CCO)**

DD Form 1544, Cash Meal Payment Book/Sheet

- **Turn – In Procedures for DD Form 1544 (Book)**
  - **Units with books will turn – in DD Form 1544 book to the Operational Command or State Level Cash Control Officer (CCO) when:**
    - **All sheets in the book have been used and the funds have been verified by DFAS-IN**
    - **No later than (3) years from the issue date**

    Operational Command or State Level Cash Control Officer (CCO) will:
    - **Verify all sheets are accounted for, DD Form 1131 is attached along w/DFAS copy, and Section III of the book has been completed**
    - **Complete the next transfer control and receipt in the manner prescribed and give it to the individual making the turn –in**
  - **The register will be posted with the date that the book is returned. Book will then be filed subject to audit and retained & disposed IAW ARIMS**

DD Form 1544, Cash Meal Payment Book/Sheet

- **DD Form 1544, Cash Meal Payment Sheet**
  - **Is a controlled form used to record cash collected from individuals who are required to reimburse the Government for meals consumed**
  - **It will be used when catered meals are served at the Reserve Center or MRE's are served to Soldiers required to pay**
  - **Cash collection procedures for meals are outlined in detail in paragraph 3-27, DA PAM 30-22**

MEAL RATES

- The following rates to be charged for meals at appropriated fund dining facilities set by the office Under Secretary of Defense (Comptroller), **effective 1 January 2008:**

	STANDARD MEAL RATE	DISCOUNT MEAL RATE
• Breakfast	$2.10	$1.75
• Lunch	$3.85	$3.30
• Dinner	$3.85	$3.30
• Holiday	$6.35	$5.40

STANDARD RATE

- STANDARD MEAL RATE:

  (1) All officers and enlisted members receiving an allowance for subsistence and who are not in a duty status which authorizes payment of the discount rate

  (2) Officers of the reserve component and enlisted active guard reserve personnel will pay the standard rate during inactive duty and active duty for training

  (3) The standard rate applies to federal civilian employees receiving the subsistence portion of per diem and all other personnel authorized to eat in DOD appropriated fund dining facilities

DISCOUNT RATE

- DISCOUNT RATE:

(1) Officers and federal civilian employees who are not receiving the meal portion of per diem and who are either:

(a) Performing duty on a U.S. Government vessel; this does not include IDT drills

(b) On field duty or temporary field assignment

(c) In a group travel status, or

(d) Included in essential unit messing (EUM) as defined in the JFTR, Volume 1

(2) Enlisted members are not entitled to the meal portion of per diem, nor a monetary allowance for subsistence, when on field duty, sea duty, group travel, or EUM. Therefore, meals should be furnished at no cost to those enlisted members, and as a result, there is no reimbursable rate for enlisted members when on field duty, sea duty, group travel, or EUM (Title 37, U.S.C., Sections 402 and 404, and E.O 11157)

DISCOUNT RATE CONTINUES

- (3) Officers, enlisted members and federal civilian employees who are not receiving the meal portion of per diem, and who are on a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations
- (4) Officers, enlisted members and federal employees on Joint Task Force operations other than training at temporary U.S. Installations, or using temporary dining facilities
- (5) Members of organized nonprofit youth groups, sponsored at either the national or local level and permitted to eat in an appropriated fund dining facility by the installation Commander
- (6) Spouses and other dependents of enlisted personnel in grades E-1 through E-4

DD FORM 1544

CASH MEAL PAYMENT SHEET

1234567

To be completed when the government is to be reimbursed for meals furnished

ORGANIZATION OR DINING FACILITY: Co A, 236th BN, QM BDE, Fort Lee Va,

INCLUSIVE DATES COVERED: FROM 30-Jan-02 THROUGH 31-Jan-02

FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE		
B $1.60	L $3.25	D $3.25	B	L	D	B	L	D
BR $3.65	DB $4.45	Other	BR	DB	Other	BR	DB	Other

GRADE	NAME	DOLLAR VALUE B	L	D	S/C
SFC	Harold Donning	$ 1.60	$	$	$
CPT	James J. Johnson	1.60			
LT	Tally Tanka	1.60			
LTC	Frank J. Smith	1.60			
30-Jan 2002	Harold J. Tifford	SGT			
CIV	Gorddall Hopper		3.25		
CW5	James Hill		3.25		
CM	Kimberly Williams		3.25		
SGT	Joe B. Hully		3.25		
COL	Willie B. Jones		3.25		
30-Jan 2002	Harold J. Tifford	SGT			
MAJ	Edward Lane			3.25	
CPT	thomas tigly			3.25	
30-Jan 2002	Harold J. Tifford	SGT			
SFC	Tharon Smithe	1.60			
SSG	Earge Flower	1.60			
MSG	Roderick Piggott	1.60			
SGM	Roger Mansly	1.60			
TOTAL		$ 12.80	$ 16.25	$ 6.50	$

GRADE	NAME	DOLLAR VALUE B	L	D	S/C
	BALANCE BROUGHT FORWARD	$ 12.80	$ 16.25	$ 6.50	$
31-Jan 2002	Bobby W. Brandy	SGT			
MAJ	Thomas C. Ballerd		3.25		
LT	Susan M. Reading		3.25		
SFC	William R. Tyree		3.25		
SFC	Sharon A. Tyree		3.25		
31-Jan 2002	Bobby W. Brandy	SGT			
SGM	Mary Jone			3.25	
DFA	Roger Polk			3.25	
SFC	Timothey Greay			32.50	
31-Jan 2002	Bobby W. Brandy	SGT			
TOTAL		$ 12.80	$ 29.25	$ 45.50	$

	$ Food	$ S/C
TOTAL CHARGES	$87.55	
CASH OVER (SHORT)	-$0.05	
CASH TURNED IN	$87.50	

REMARKS
Line # 16 1 MRE SOLD
Line # 27- One Line Entry for 10 Group Feeding Meals

SIGNATURE OF UNIT COMMANDER OR FOOD SERVCE OFFICER
Jeffery R. Proffitt CPT

SIGNATURE OF LAST OR ONLY HEADCOUNTER
Bobby W. Brandy SGT

SHEET 1

Instructions for Preparing DD Form 1544, CMPS

- **Organization:** FOS will enter complete unit designation
- **From:** FOS will enter the starting date that the form is used to collect cash for meals sold
- **Through:** FOS will enter the date that the form is completed (all lines used) or closed out as directed by Note 2
- **Food Charges:** FOS will enter applicable prices to be collected by the headcounter. 99% of time **Standard Meal Rate** will be charged
- **Surcharges:** Leave blank
- **Per Diem Surcharges:** Leave blank
- **Grade:** Diner will enter appropriate abbreviated rank, for example, military = W4, Civilian = CIV, Family Member = FM
- **Dollar Value:** Diner will enter in the appropriate column (B, L, D) the amount being paid for the meal being consumed. The S/C column will not be used
- **Total:** The left side blocks (B, L, D) will be completed when the left side of the form has been filled. The balance from the left side is brought over and entered in the **"Balance Brought Forward"** block on the top right side of the form. The right side total blocks will be completed when the entire form has been filled or when the unused portion is lined out

- **Total Charges:** FOS will enter the total dollar amount collected for the meals documented on the form
- **Cash Over (Short):** The difference between the amounts collected on the DD Form 1544 and the monies turned in by the headcounter. Shortages will be shown in parenthesis ( )
- **Cash Turned In:** Enter the total amount, plus overages or minus shortages, to be turned in to DFAS
- **Remarks:** Enter data that will clarify transactions regarding the collection of cash, such as the number of operational rations sold, one – line entries, or cash shortages. **If more space is required, use the reverse side of the cash meal payment sheet to fully explain**
- **Signature and Rank of Unit Commander or Food Service Officer:** The officer will authenticate the sheet **prior** to the sheet be issued to the dining facility
- **Signature and Rank of Last or Only Headcounter:** Since this form is to be used until completed, this block will only be signed by the headcounter making final collections for that sheet
- **Notes:** See next slide

Instructions for Preparing DD Form 1544, CMPS

- **Notes:**
- **1.** At the conclusion of each meal, the headcounter will close the form for that meal on the next unused line by entering the date, payroll signature, and rank

- **2.** At the end of the accounting period (once a quarter, at the end of the fiscal year, and when ever there is a change in food service officers), all unused lines will be closed out by a line drawn from the top left corner to the bottom right corner, marked **Not Used**, and signed by the unit commander or food service officer. **See Figure 3-10, (page 42), DA PAM 30-22**

- **3.** The final headcounter will total up the various columns and close out the form
- **4.** The **FOS must develop** a headcount SOP to provide guidance for handling any situation where the diner is to be charged other than the standard meal rate. The headcounter must refer to the SOP for guidance
- **5.** A separate DD Form 1544 will be used when Brunch/Supper menus are being served. The brunch meal rate will be entered in the lunch column; the supper meal rate will be entered in the dinner column

DD Form 1544, Cash Meal Payment Book/Sheet

- **DD Form 1544, Cash Meal Payment Sheet will be issued to Headcounter using DA Form 3546-R, Control Record For Dining Facility - DD Form 1544**

- **DA Form 3546-R is used to control the DD Form 1544, CMPS between the Food Operations Sergeant and Headcounter**

Sample DA Form 3546-R Control Record For Dining Facility DD Form 1544

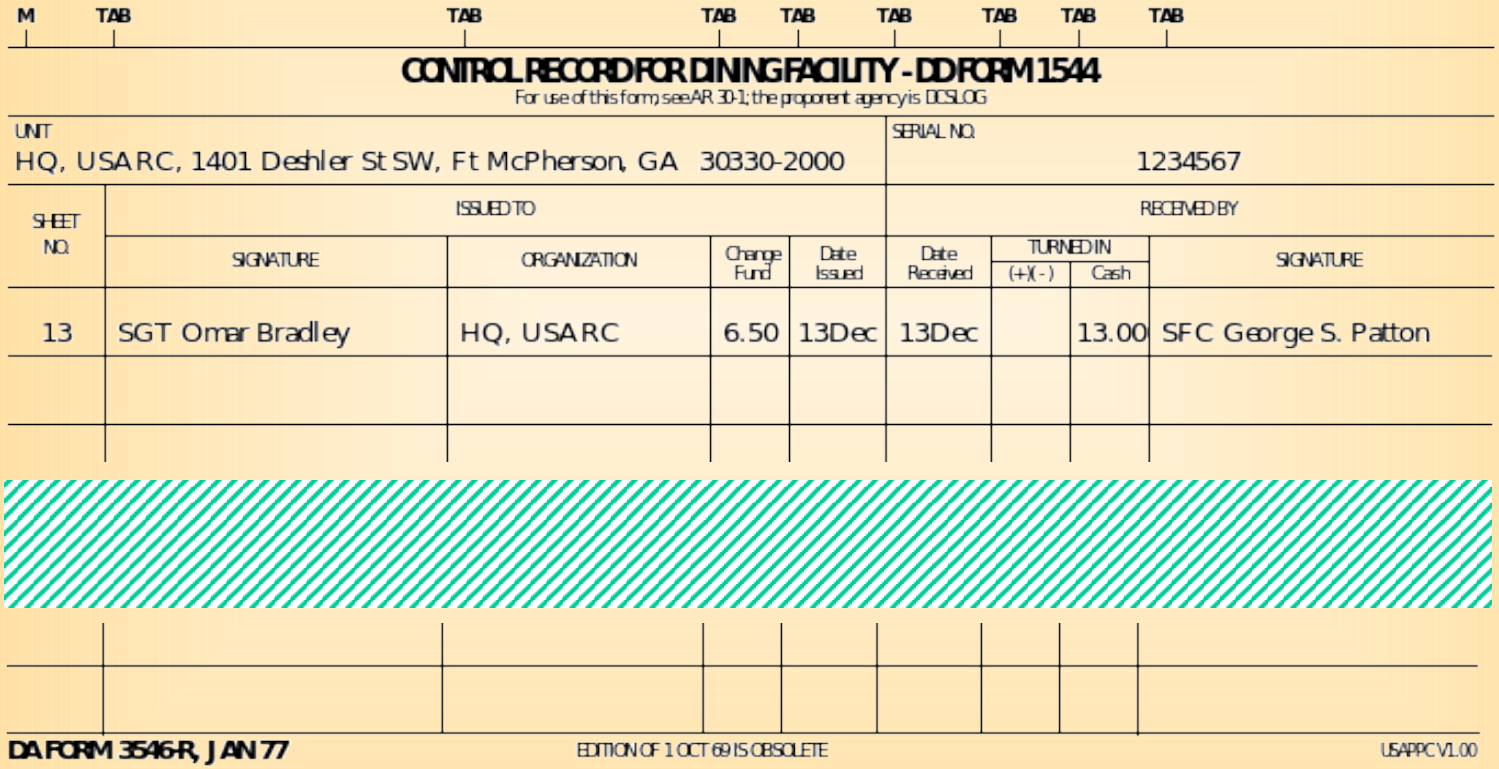
1. UNIT: CO A, 236th BN, QM BDE, FT LEE, VA

SERIAL NO.: 1234567

3. SHEET NO.	4. ISSUED TO a. SIGNATURE	b. ORGANIZATION	c. Change Fund	d. Date Issued	5. RECEIVED BY a. Date Received	b. TURNED IN Cash	(+)(-)	c. SIGNATURE
1	SGT Harold Tifford	CO A, 236th BN	5.00	20020130	20020130	6.40		SSG Sally Roberts
1	SGT Harol Tifford	Co A, 236th BN	5.00	20020130	20020130	16.25		SSG Sally Roberts
1	SGT Harold Tifford	CO A, 236th BN		20020130	20020130	6.50		SSG Sally Roberts
1	SGT Bobby Brandy	CO B, 236th BN	4.00	20020131	20020131	6.30	(.10)	SFC Robert Bell
1	SGT Bobby Brandy	CO B, 236th BN	6.00	20020131	20020131	13.00		SFC Robert Bell
1	SGT Bobby Brandy	CO B, 236th BN	2.00	20020131	20020131	39.55	.05	SFC Robert Bell

DA FORM 3546, JUL 2002 DA FORM 3546-R, JAN 1977, IS OBSOLETE. USAPA V1.00

Sample DA Form 3546-R



M TAB TAB TAB TAB TAB TAB TAB TAB

CONTROL RECORD FOR DINING FACILITY - DD FORM 1544

For use of this form, see AR 30-1; the proponent agency is DCSLOG

UNIT	SERIAL NO.
HQ, USARC, 1401 Deshler St SW, Ft McPherson, GA 30330-2000	1234567

SHEET NO.	ISSUED TO				RECEIVED BY			
	SIGNATURE	ORGANIZATION	Change Fund	Date Issued	Date Received	TURNED IN (+)(-)	TURNED IN Cash	SIGNATURE
13	SGT Omar Bradley	HQ, USARC	6.50	13Dec	13Dec		13.00	SFC George S. Patton

DA FORM 3546-R, JAN 77 EDITION OF 1 OCT 69 IS OBSOLETE USAPPC V1.00

Instructions for Preparing DA Form 3546-R

- **Unit:** FOS will enter unit designation
- **Serial Number:** FOS will enter serial book number located in upper right corner of cash sheet Remember, a new DA Form 3546-R must be started when the serial book number changes
- **Sheet No.:** FOS will enter cash sheet number
- **Issued To:** Headcounter to whom the sheet is being issued will enter their rank and signature
- **Organization:** Enter the organization to which the individual (headcounter who was issued sheet)
- **Change Fund:** Enter the amount of cash included with the cash sheet as a change fund
- **Date Issued:** FOS will enter the date that the headcounter was given the sheet

- **Date Received:** FOS will enter the date he/she received the cash sheet back at the conclusion of the meal
- **Turned In:** FOS will enter the amount of cash received from meals sold during the appropriate serving period to include any cash overages (+) or shortages (-)
- **Signature:** FOS receiving the cash will enter their rank and signature

- **Note:** The data entered in sections Turned In and Signature above should be completed in the presence of the headcounter and prior to the headcounter being released from duty

Cash Turn - In

- **References:**
  - **–Paragraphs 3-29, DA PAM 30-22, Operating Procedures for the Army Food Program**
  - **–Memorandum, HQ, USARC, ARRC-LGD-S (30-22a), 6 November 2007, Subject: (Corrected Copy) Cash Collection Turn – In Procedures for DD Form 1131, Cash Collection Voucher (USAR Only)**
  - **–Memorandum, Dept. of the Army & Air Force, NGB, NGB-ARC-A, 30 October 2006, Subject: FY07 Meals & Clothing Collections (National Guard Only)**

Cash Turn - In

–When is cash turned in to DFAS-IN?

- **Once a quarter or**
- **Once every 6 months if unit collects less than $50.00 per quarter**
- **Funds on hand reach $500.00**
- **Within 5 work days after the close of the fiscal year**
- **Whenever there is a change of food service officers (FSOs)**
- **Whenever the each DD Form 1544 is completed**
- **Prior to clearing the annual training site**

Sample DD Form 1131

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO.
1. Leave Blank, DFAS assigns Voucher Number

RECEIVING OFFICE COLLECTION VOUCHER NO.
2. Unit assigned tracking number

ACTIVITY *(Name and location) (Include ZIP Code)*
3. Enter Unit, address & complete zip code of unit turning in funds

RECEIVED AND FORWARDED BY *(Printed name, title and signature)*
4. Enter Name, title and signature of officer forwarding funds to DFAS

DATE
5.See Instructions

ACTIVITY *(Name and location) (Include ZIP Code)*
6. Enter DFAS-IN, Stop 101, 8899 East 56th Street, Indianapolis, IN 46249-3400

DISBURSING OFFICER *(Printed name, title and signature)*
7.NICK MADDEN
DISBURSING OFFICER

DISBURSING STATION SYMBOL NO.
8. Enter 5570

DATE RECEIVED SUBJECT TO COLLECTION
9. Leave Blank

PERIOD: FROM 10. See Instrns TO 10. See Instrns

DATE REC'D 11	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
12.	13. Enter: garrison or Field	14. Enter: Food Cost (This is Standard or Discount Meal Rate) Allotment 100% RPA		Enter: Complete accounting classification to be credited. See Cash Collection Memo dtd 21 Sep 05
	15. Enter: Operating & Maintenance, Army Reserve (OMAR)	16. Enter: Meal Operating Cost 100% OMAR QLOG F-Account		Enter: Complete accounting classification to be credited. See OMAR QLOG F Acc. See Cash Collection Memo
	17. Enter: Cash Meal Payment Sheet Number(s)_____			
	18. Enter: Cash Meal Payment Book Number. Remember, only sheets from the same book can be turned in			
		19. Enter: Deduct cost of money order when applicable		
		TOTAL		

DD FORM 1131, APR 57 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE. USAPPCV3.10

Sample DD Form 1131

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NO.
1. Leave Blank, DFAS assigns Voucher Number

RECEIVING OFFICE COLLECTION VOUCHER NO.
2. Unit assigned tracking number

ACTIVITY *(Name and location) (Include ZIP Code)*
3. Enter Unit, address & complete zip code of unit turning in funds

RECEIVED AND FORWARDED BY *(Printed name, title and signature)*
4. Enter Name, title and signature of officer forwarding funds to DFAS

DATE
5.See Instructions

ACTIVITY *(Name and location) (Include ZIP Code)*
6. Enter DFAS-IN, Stop 101, 8899 East 56th Street, Indianapolis, IN 46249-3400

DISBURSING OFFICER *(Printed name, title and signature)*
7.NICK MADDEN
DISBURSING OFFICER

DISBURSING STATION SYMBOL NO.
8. Enter 5570

DATE RECEIVED SUBJECT TO COLLECTION
9. Leave Blank

PERIOD: FROM 10. See Instrns TO 10. See Instrns

DATE REC'D 11	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
12.	13. Enter: garrison or Field	14. Enter: Food Cost (This is Standard or Discount Meal Rate) Allotment 100% RPA		Enter: Complete accounting classification to be credited. See Cash Collection Memo dtd 21 Sep 05
	15. Enter: Operating & Maintenance, Army Reserve (OMAR)	16. Enter: Meal Operating Cost 100% OMAR QLOG F-Account		Enter: Complete accounting classification to be credited. See OMAR QLOG F Acc. See Cash Collection Memo

Sample DD Form 1131

	Enter: Cash meal Payment Sheet Number(s) _ _ _ _ _ _ _ Enter: Cash Meal Payment Book Serial Number. ***Remember***, only sheets from the same book can be turned in on the same 1131	Enter: Deduct cost of money when applicable		
		TOTAL		

DD FORM 1131, APR 57 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE USAPPC V3.10

Instructions for Preparing DD Form 1131, Cash Collection Voucher

Follow instructions after each number as shown on sample copy of DD Form 1131, Cash Collection Voucher.

1. Leave blank, number is assigned by the DFAS-IN Collections Department CDC.

2. Unit making turn-in will assign tracking number(s). Utilize sequential numbers, with the first DD Form 1131 for the fiscal year beginning with XX-001, **Replace XX with 05,** (i.e. 05-001, 05-002, 05-003, etc.) The sequencing numbers will be maintained throughout the fiscal year.

3. Enter unit, complete address and zip code.

4. Enter the name, title and signature of officer forwarding the funds to the DFAS-IN.

5. Enter the date the funds are being forwarded to DFAS-IN.

6. Enter DFAS-IN, Stop 101, 8899th East 56th Street, Indianapolis, IN 46249-3400.

7. Enter Nick Madden, Disbursing Officer.

8. Enter 5570.

9. Leave blank.

10. Enter dates monies were collected from DD Form 1544, Cash Meal Payment Sheet.

11. & 12. Directly under the "DATE REC'D enter the year of the transaction. In the column below enter the day and month of the transaction.

13. Enter Garrison or Field

14. Enter Food Cost, amount of monies collected and complete accounting classification to be credited. (See open allotment at Encl 2).

15. Enter Operation & Maintenance, Army Reserves (OMAR).

16. Enter Meal Operating Cost, monies collected and complete accounting classification to be credited. (See OMAR QLOG F-Account at Encl 2)

17. & 18. Enter Cash Meal Payment Sheet Number(s) _ _ _ _ _. Enter Cash Meal Payment Book Number _ _ _ _ _ _

19. Enter Deduct cost of money order (when applicable).

Instructions for Preparing DD Form 1131, Cash Collection Voucher

1. Leave blank, number is assigned by the DFAS-IN Collections Department CDC.
2. Unit making turn-in will assign tracking number(s). Utilize sequential numbers, with the first DD Form 1131 for the fiscal year beginning with XX-001, Replace XX with 05, (i.e. 05-001, 05-002, 05-003, etc.) The sequencing numbers will be maintained throughout the fiscal year.
3. Enter unit, complete address and zip code.
4. Enter the name, title and signature of officer forwarding the funds to the DFAS-IN.
5. Enter the date the funds are being forwarded to DFAS-IN.
6. Enter DFAS-IN, Stop 101, 8899th East 56th Street, Indianapolis, IN 46249-3400.
7. Enter Nick Madden, Disbursing

11. & 12. Directly under the "DATE REC'D enter the year of the transaction. In the column below enter the day and month of the transaction
13. Enter Garrison or Field
14. Enter Food Cost, amount of monies collected and complete accounting classification to be credited. (See open allotment at Encl 2).
15. Enter Operation & Maintenance, Army Reserves (OMAR).
16. Enter Meal Operating Cost, monies collected and complete accounting classification to be credited. (See OMAR QLOG F-Account at Encl 2)
17. & 18. Enter Cash Meal Payment Sheet Number(s) _____ Enter Cash Meal Payment Book Number

REMEMBER

- All Cash Meal Sheets turned in using DD Form 1131 must consist of the same book serial number (Upper right corner of DD Form 1544)
- Don't Mail DD Form 1544, Cash Meal Sheets to DFAS
- Final Fiscal Turn In must be annotated on top of form : Final FY 08 Turn In"

Questions?